

Individual and Family Support

State Council Charter

VERSION DATE: October 1, 2021

- I. The State Council will be called the Individual Family Support Program State Council (herein referred to as the “State Council”).

II. Purpose

The State Council is created for the purpose of advising the Department of Behavioral Health and Developmental Services (DBHDS) on administration of its Individual and Family Support Program (IFSP). The goal of the IFSP is to assist individuals with developmental disabilities (DD) and their family members with accessing person-centered and family-centered resources, supports, services and other assistance. The State Council is responsible for developing and maintaining “Virginia’s Individual and Family Support State Plan” (hereinafter referred to as the “Plan”). The specific responsibilities of the State Council include:

- partnering with DBHDS to increase the resources available for individuals with DD and their families,
- developing a State Plan that establishes Virginia’s priorities for a robust statewide individual and family support program,
- establishing an annual set of priorities that supports the advancement of goals and objectives identified in the Plan,
- providing oversight and monitoring of progress towards the Plan’s goals and to assist the department with implementing an annual work plan, and
- recommending operational enhancements to the IFSP Funding Program-including recipient eligibility, administrative processes, marketing, outreach and engagement.

III. Role of the State Council

In collaboration with the Regional Council and local coalitions, the State Council will advise the Department on creating a robust family support program that increases the number of resources for families and individuals and promotes community engagement and coordination with other stakeholders. The State Council will support the development of a state plan and provide oversight and monitoring of the Plan’s action items.

As needed, the State Council will establish ad hoc committees and/or subcommittees that will convene around special topics/issues that are needed to advance the Plan.

IV. Membership

Composition: DBHDS will establish a quota for the maximum number of representatives for each of the five DBHDS service regions. State Council membership quotas will be proportional- based on the census of individuals on the DD Waiver Waitlist with regions with larger waitlist populations receiving more slots.

Each region shall be allotted no fewer than two members per region. Each region must have at least one representative at any given time. Each Regional Council Leadership Board may select one Regional Council Member to serve as an alternate representative for the region.

DBHDS will announce regional quotas on an annual basis.

Since State Council members serve as ex-officio members of the Regional Council, DBHDS will prioritize filling vacancies for the Regional Councils before appointing members to the State Council. Therefore, DBHDS may keep State Council appointments vacant aside from the Regional alternate until the quotas for Regional Boards are met.

Each region will have at least one State Council Representative regardless of vacancies on the Regional Council Leadership Board at all times.

Council members will constitute a cross-section of individuals, family members, professionals in the supportive services fields, advocacy organizations, and stakeholders. More than 50 percent of the positions must be filled by either self-advocates who are on the waitlist or family members of an individual who is on the waitlist.

Selection: DBHDS will establish an application for membership. Interested candidates will complete a nomination application and submit it to DBHDS for review. DBHDS will appoint all State Council members to their respective Regional Council, and will nominate State Council representatives at two times:

- 1) no later than 45 days after Regional Council Leadership Board appointments begin or
- 2) at-least 30 days before a scheduled State Council meeting.

Nominations to the State Council will be reviewed by IFSP Staff and the Commissioner of the Department or his or her designee will make the final selection.

Term: A term of membership shall last for one year. State Council member terms may be renewed twice to serve no more than three consecutive terms.

V. Organizational Structure

Officers: The State Council will rely on DBHDS staff to perform the functions of officers during the initial State Plan. In the case where staff is not available, the charter will be amended to establish officers, as needed.

VI. Procedural Rules

Meetings: The State Council will meet quarterly or at least four times per year. The State Council may choose to meet more frequently either in person or virtually. One of the three quarterly meetings will be an annual in-person meeting.

State Council Members will be eligible for travel stipends to cover the cost of both State and Regional Council meeting attendance.

Minutes: DBHDS will record minutes for each meeting. Copies will be disseminated to the Council membership after the meeting and shared publicly.

Recommendations and Reports: State Council recommendations will be reflected in the State Council Meeting Minutes.

Dismissal: Members who are absent for more than one quarterly meeting will be considered to have resigned their seat. The alternate for the State Council for the region will be asked to complete the term of the dismissed or resigning member. If the alternate is unable to commit to completing the term, The Commissioner or his or her designee will fill the position.

Voting: If needed, voting may be done either in-person or virtually. Two-thirds of the council membership and at least one member from each region must cast a vote in order for the vote to carry.

Public Announcements: Members are expected and encouraged to discuss the policy recommendations within the community. However, members shall not report opinions expressed in meetings, nor shall they report independently on Council actions.

Charter Acknowledgement Form

IFSP councilmembers must acknowledge and agree to the expectations set by the IFSP Council Charter. The charters are established by DBHDS and councilmembers are able to provide input on the terms at IFSP State Council meetings.

Please read the following statement, sign, and upload it to the Orientation Survey. Here is the link to the survey: <https://www.surveymonkey.com/r/CJCNFXC>

Virtual signatures are acceptable.

I acknowledge the expectations set by this charter and agree to follow them to the best of my abilities.

Signed

Date